

## I. INTRODUCTION

### A. Purpose.

To make training available which is not available on an in-service basis in order to promote the professional growth of employees for the mutual benefit of the employee and the agency.

### B. Source of Funds.

Funds for the payment of training come from the agency's Staff Development budget.

### C. Authorization.

Agency employees shall seek enrollment for workshops through Governmental Services Center prior to requesting approval to attend similar workshops offered by external vendors. Exceptions shall be granted by the Appointing Authority or his designee.

### D. Glossary of Terms.

1. In-Service Training: Training developed by an agency of state government and presented to state government employees.
2. External Training: A structured learning situation not presented or developed by a state agency.

## II. PROCEDURES

### A. Payment of Funds.

Training funds may not be expended without proper justification to cover cost of training when the same or substantially the same training is available to the employee at less cost from another training institution. Training funds shall be paid directly to the training agency. No payments for training are to be made to employees except in reimbursement for those expenses incurred by the employees subject to appropriate regulations governing travel, compensatory leave, and overtime.

B. Employees Eligible for Training.

All employees except for seasonal, co-op, emergency, temporary, and per diem employees are eligible to participate in external training events.

C. Training Must be Related to the Employee's Work.

The training must have a clear and direct relationship to the work of the agency and to the improvement of the employee's job effectiveness in his/her present position.

D. Equal Opportunity.

Selection for participation in training courses shall be based on the needs of the agency; however, no employee shall be prohibited from participating in a training course because of race, color, religion, national origin, sex, disability, or age.

E. Career Counseling.

Employees wishing to improve their skills or career opportunities are encouraged to take advantage of the training programs available to them. For more information regarding training programs and career opportunities employees may contact this agency's personnel manager.

F. Training Must be Authorized in Advance.

In order to receive assistance, all training events must receive the prior written authorization of this agency.

G. Allowable Expenditures.

1. Registration fees will be paid by the agency provided sufficient notice is given prior to the event. Costs of transportation, food, lodging, and other incidental expenses may be authorized subject to the Finance and Administration Cabinet's restrictions and directives governing such expenditures.
2. Training funds may not be expended without proper justification to cover costs of training when the same or substantially the same training is available to the employee at less cost from another training institution.

H. Training/Travel Time.

1. Under the provisions of the Fair Labor Standard Act (F.L.S.A.) as amended in 1986, an employee's attendance at training events or similar activities such as lectures, conventions, conferences, etc. is counted as compensable working time if

the activity is directly related to the employee's job. Since this agency requires that all training activities be directly related to one's present position, the time spent participating in these types of activities shall be counted as hours worked.

2. The F.L.S.A. also stipulates that the time an employee spends traveling to and from training events or similar activity is compensable work time if the travel time overlaps with the employee's workday. This time is not only hours worked on regular working days during normal working hours but also during the corresponding hours on nonworking days. For example, if an employee normally works between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday and attends a training event on a Saturday, he/she would be paid for the travel time which overlapped with his/her normal workday. It should be noted that the employee's regular lunch period and the travel time spent getting to and from the airport, train station, etc. is discounted and is not compensable. If a private automobile is used, all of the driving time which overlaps with the employee's normal workdays is compensable.
3. Travel and training time for independent training taken on an employee's own initiative (without agency authorization) is, of course, not compensable.
4. Since travel and training time may be incurred outside an employee's normal hours of work, it is important to remind employees that the procedures governing compensatory leave and overtime must be followed.

I. Records and Forms.

The Kentucky Department for Libraries and Archives Training/Travel Authorization Form is the document used to obtain this agency's authorization for **ALL training events** (convention, conference, pre-conference, seminar, workshop, etc.) **and travel requests. This is the ONLY form necessary to complete, unless travel will be out of state.** This form is available on-line at <http://kdla.ky.gov/information/handbook/trainingtravelform.doc>.

J. Application for and Approval of Training Assistance.

- FIRST,           The employee completes Training/Travel Authorization Form with all known information and/or cost estimates at least 10 working days prior to the travel/training event.
- SECOND,       Employee e-mails form to his/her immediate supervisor with a copy to the Division Travel Liaison. **Include a copy of the registration/content materials.**
- THIRD,         The supervisor reviews the form and either approves or denies by e-mailing the employee and the Division Travel Liaison.

- FOURTH, If approved, the Division Travel Liaison reviews the form, prints, and submits it to the Division Director for signature.
- FIFTH, The Division Travel Liaison notifies the employee and copies the supervisor via e-mail that the trip has been approved.
- SIXTH, The Division Travel Liaison completes the MARS travel document and notifies the Financial Services Branch.
- SEVENTH, The Division Travel Liaison sends a copy of the signed form, along with a copy of the content materials, to the Agency Training Liaison.
- EIGHTH, Upon completion of the course, the employee provides the Agency Training Liaison with evidence of successful completion.

**NOTE:** This form DOES NOT replace the Travel Reimbursement Form. Employees will still need to complete this form for reimbursement.

## Kentucky Department for Libraries and Archives

### Training/Travel Authorization Form

This form must be completed for all training and associated travel requests (conventions, conferences, seminars, workshops, etc., including GOT, GSC, and MARS classes).

*Note: Training must be related to the employee's present position. Please include a copy of printed material describing course.*

Employee name:	
SSN:	
Division:	Field Services
Branch:	
Vendor name:	
Vendor ID number (if known):	
Course title:	
Location of training:	
Training dates: From -	
To -	

Departure date:			
Expected departure time:		a.m.	
Return date:			
Expected return time:		a.m.	
Method of transportation:	None		
Motorpool confirmation number:			
Estimated mileage to/return/total:			0
Registration fee paid by:	None		
Lodging type/name/reason code:	None		N/A
State park confirmation number:			
Airfare purchased by:	None		

***Estimated costs associated with this trip:***

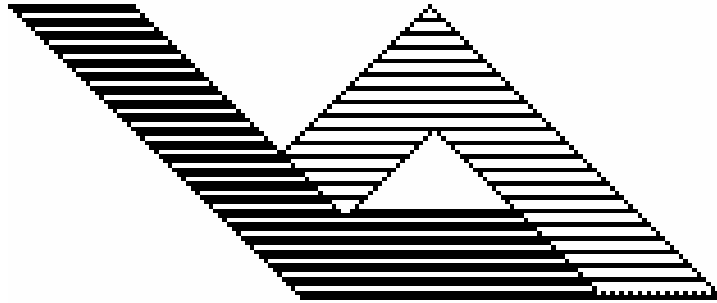
Registration fee	
Per diem (meals)	
Mileage or motorpool costs	
Lodging	
Airfare	
Miscellaneous expenses (explain below)	
Total cost of trip	\$ 0.00

**Charge costs to:** Fund – No costs      Program Code –

Additional information/comments:

Signature: \_\_\_\_\_  
Division Director or Designee

Date: \_\_\_\_\_



**Kentucky Department  
for  
Libraries and Archives**

Continuing Education Plan

Approved by KDLA Management Team on December 6, 2002  
for  
Implementation beginning January 2003

## **Overview**

The Kentucky Department for Libraries and Archives promotes access to information, lifetime learning and quality service delivery. KDLA realizes an organization is only as good as the people in it and that teamwork, professionalism, quality service and the commitment to lifelong learning are essential values. By “adding value” to the human capital of the organization via the investment of various learning opportunities, the organization moves toward accomplishing its goals. In various ways the department’s strategic plan makes clear KDLA’s strong commitment to having a trained and well-prepared work force. A continuing investment must be made to the staff in order to provide services to our patrons.

In its strategic plan, KDLA has identified leadership, innovation, quality services, and professionalism as its core values and guiding principles. These values are not automatic, but must be cultivated, encouraged, and supported. The agency’s staff is vital to the success of accomplishing the goals and honoring the values of the strategic plan. Therefore, staff training is a significant focus of the strategic plan.

The goal of this plan is to provide steps to maximize each employee’s involvement and contribution to the agency’s mission of “serving Kentucky’s need to know”.

## **Training Institute**

A training curriculum compromised of the following components will be instituted as a part of the KDLA training policy. Within the curriculum, there are five areas of competency: 1) **programmatic** (job-related), 2) **self-development**, 3) **technological**, 4) **organizational** and 5) **managerial**. Supervisors and employees should discuss each of these areas during the Performance Plan meeting held each year in January as a part of the performance appraisal process. During this session, supervisors should consider specific needs and skill levels of each employee and customize the requirements stated in each area accordingly.

## **Programmatic**

There are many diverse program areas within our agency. In order to be effective and meaningful, supervisors should tailor specific continuing education opportunities to the needs, skills and abilities of an individual employee. **A minimum of one opportunity is required per employee on an annual basis.** Examples of such events would include conferences, symposia, and workshops held on or off site.

## **Self Development**

All employees have the potential for self-improvement. In order to maximize this opportunity, supervisors will discuss areas of improvement in this segment, invite suggestions from the employee and recommend specific events. **A minimum of one opportunity is required per employee on an annual basis.** Information can be relayed in a variety of formats; a GSC course, external vendor training workshop, meetings held by professional organizations, videos, books and online resources. **Examples of improvement areas include but are not limited to customer service, interpersonal communication, time management, stress management, and effective listening.**

## **Technological**

KDLA recognizes the need for ongoing knowledge and practical use of personal computer applications in the information age. Technological proficiency is a necessity in order to be effective “knowledge workers” and resources for our clients. Because the competency level differs for each person, managers should discuss with the employee a plan to improve skills through both training and practice. **Considering that our agency maximizes communication through electronic means, all staff should be able to exhibit competency with Microsoft Outlook software.** Resources for this area include courses offered through the Governor’s Office of Technology Training Branch, potential online resources and training stations/videos and CDs located in the State Library. More information concerning technological resources may be found at <http://kdla.ky.gov/resources/IT.htm>.



## **Organizational**

All KDLA employees should be aware of their rights, responsibilities and protections provided by the agency. To assure understanding of potential workplace dynamics, all KDLA staff are scheduled to attend both **sexual harassment prevention** and **workplace violence prevention** workshops. Supervisors may carefully assess individual employee needs in this area and recommend additional training opportunities as necessary.

## **Managerial**

Employees who have the responsibility to guide, coach, support and develop staff have a unique role in our organization. The agency strives to support those individuals with opportunities to develop their managerial and leadership skills. Additional training is available to meet the particular needs of supervisors.

Occasions for all supervisory staff to learn management principles are provided through the Supervisor's Forum and other corporate events. An individualized plan should be developed between the supervisory employee and his/her manager to assure that the fundamentals of management (e.g., analytical, communication and leadership skills) are being learned and practiced. **Therefore, all staff with supervisory responsibility shall attend at least one training opportunity per year in addition to those sponsored by the agency unless otherwise noted.** This requirement does not substitute for the required curriculum for employees entering supervisory roles outlined in the Employee Orientation process.

## **Employee Requirements**

Non-supervisory employees who have satisfied the **Organizational** part of the Training Institute should plan to attend a minimum of one continuing education event in each of the following categories:

- **programmatic**
- **self-development**

Additional training courses in these or other applicable areas are allowable based upon supervisory assessment. **Note: The agency sponsored Staff Development Day will not satisfy the self-development requirement in this plan. This event is designed to address issues for all staff within the agency and not specific individual needs, which is the purpose of this plan.**

Supervisory employees will be required to attend a minimum of one continuing education event in each of the following areas:

- **programmatic**
- **self-development**
- **managerial**

The following is a quick reference for required staff training:

	Programmatic	Self-Development	Technological	Organizational	Managerial	Other
Non-Supervisors	X	X				**
Supervisors	X	X			X	**

\*\*Additional training courses in these or other applicable areas are also allowable based upon supervisory assessment.

### **Existing Training Programs/Resources**

Learning opportunities are offered in a variety of formats including but not limited to videos, books, online resources, GSC workshops, external vendors, sister agencies in other states and professional organizations. Supervisors should be aware of available funding sources when authorizing employee attendance at continuing education events. KDLA employees may pursue eligibility for the following career development opportunities:

**Governmental Services Center (GSC):** This agency provides Executive Branch employees the opportunity to develop personally and professionally by offering a variety of courses ranging from building self-esteem to leadership skills. This opportunity is provided to employees at no cost, as each agency contributes a formulated amount to the GSC operation annually. Details regarding course offerings and enrollment procedures are available by contacting Ms. Lori Franklin, the KDLA Continuing Education Coordinator.

**Kentucky Certified Public Managers Program (KCPM):** This is a nationally recognized long-term management development plan that is open to managers, supervisors, and employees who can reasonably aspire to a management position. The curriculum, which is offered through GSC, consists of two programs: the Certificate of Management Fundamentals Program (CMF) and the Certified Public Manager Program (CPM). The CMF focuses on the competencies required for effectively managing

individual performance and the CPM focuses on the leadership competencies required for effectively managing team and organizational performance. Employees may apply for an **Educational Achievement Award** upon completion of the program. **Note:** See under **Incentives** for additional information.

**Educational Assistance (a.k.a. Tuition Assistance):** KDLA employees have the ability to attend undergraduate or graduate level courses in certain subject areas. The agency pays the cost directly to the institution from the agency's Staff Development budget. Specific information concerning the procedures for this program may be obtained by contacting Ms. Lori Franklin, our agency's Continuing Education Coordinator.

**Technology Training:** In accordance with the agency's mission statement of serving Kentucky's need to know, the organization makes computer training available to its employees in a variety of formats; 1) interactive video and/or computer-based training located in the library; 2) the ongoing support provided to staff by the Information Technology User Support group and 3) instructor-led course offerings provided by the Governor's Office for Technology.

**Training Assistance:** Other forms of training opportunities are available that can benefit the professional growth of staff. They include outside vendor training, or in-service training, which is developed by other state agencies.

**State Library Services:** The Division of State Library Services hosts a wealthy collection of books, video tapes, sound recordings, and other resources designed to meet the needs of its patrons. The Division has recently entered into partnerships with the Governmental Services Center (GSC) and the Kentucky Employee Assistance Program (KEAP). The bibliographies and mediaographies developed for the course offerings at GSC, as well as those compiled for KEAP encompass a wide range of materials for personal as well as professional growth. For more information concerning available resources at the state library, visit <http://kdla.ky.gov/resources.htm>.

Many opportunities are available to employees, and an awareness campaign was launched to staff in 2001 by highlighting each of the above mentioned programs in the "Weekly Window". The continuing education program and its benefits will be promoted on an ongoing basis.

## **Incentives**

**Educational Achievement Award:** Kentucky State Government recognizes Executive Branch employees' efforts to complete a high school diploma, equivalency certificate or a passing score on the GED test; the completion of the Kentucky Certified Public Manager's program or 260 classroom hours of job related instruction in approved courses. Certain guidelines apply to each option, however all employees who qualify for this benefit are eligible for a 5% salary adjustment added to their base pay. The discretion clause in the regulation allows agencies the flexibility to honor such awards based on management decisions and budgetary constraints.

**Kentucky Certified Public Managers Program (KCPM):** Upon completion of the KCPM Program:

1. Employees will be eligible to receive up to *nine undergraduate hours* toward the Bachelor of Public Administration at Kentucky State University. The award of credit will be given provided all admissions and other university requirements are met.
2. Employees will be eligible to receive up to *six graduate hours* toward the Master of Public Administration program at Kentucky State University. The award of credit will be based on the application projects one completed as part of the CPM program. These new credits will be available without tuition payment since KSU has agreed to provide a tuition waiver for the graduate credits.
3. Employees will receive credit for supervisory, professional, administrative or management experience for selected positions as indicated below if required as part of the minimum qualifications for a particular job for which they are applying.
  - a. One year of supervisory credit experience for the successful completion of the Certificate of Management Fundamentals Course.
  - b. Two years of professional administrative or management experience for the successful completion of the Certificate Public Manager Program offered by the Governmental Services Center.
  - c. CPM certification will NOT substitute for the minimum professional or technical education or experience required in such classes as attorneys, engineers, nurses, architects, librarians, environmental or forensic scientists, etc.